

Application to hire form – **REGULAR USER / BOOKING – 2021/2022**

**APPLICATION FOR THE PRIVATE HIRE OF EDUCATION PREMISES**

I hereby make application to hire premises at **BISHOP STOPFORD SCHOOL**

and require the following facilities (tick as appropriate)

- |   |                          |
|---|--------------------------|
| All-Weather Pitch/Astroturf             | <input type="checkbox"/> |
| Sports Hall                             | <input type="checkbox"/> |
| Gym                                     | <input type="checkbox"/> |
| Dance Studio                            | <input type="checkbox"/> |
| Main Hall                               | <input type="checkbox"/> |
| Canteen Hall (Excluding use of Kitchen) | <input type="checkbox"/> |
| Out Side Football Pitch                 | <input type="checkbox"/> |
| Out Side Football/Rugby Pitch           | <input type="checkbox"/> |
| Out Side Courts                         | <input type="checkbox"/> |
| Seminar Room                            | <input type="checkbox"/> |

on .....the .....day of .....2021/2022

and hereafter on.....

from (time)..... to (time) .....

for the purpose of .....by the

.....(Club, Society or Association)

**Does the hirer have Public Liability Insurance? YES / NO**

**If Yes please enclose a copy of the hirer third party insurance policy or certificate.**

**Please provide 14 days written notice to the school to confirm the last day on which they require the facility.**

**Charge as per Price List 1<sup>st</sup> September 2021 £ .....**

**Equipment Needed.....**

Signed .....

Invoice to be sent to:

Name.....

Name: .....

Address .....

Address .....

Contact Tel No:.....

Contact Tel No.....

Email address.....

Email address.....

NB: The person entering the agreement must have the authority to do so and be aged over 18.

## To be retained by Hirer

### General Terms & Conditions

1. Use of outdoor pitches is at the discretion of the school. Bookings are accepted only on the basis that they may be cancelled by the school at any time if pitches are unsuitable for play.
2. The wearing of any footwear which may damage the floor surface is prohibited, this is essential when using the outdoor Artificial Pitch where only astro turf footwear or trainers are allowed.
3. Bishop Stopford School is a no smoking site and this must be strictly adhered to at all time by all participants and all spectators.
4. The hirer is responsible to the school for the cost of repair or replacement of any property belonging to the school which is damaged or destroyed during or in connection with the occupation of the school premises.
5. The hirer must have in force a third party insurance policy with a limit of liability of £1,000,000 and provide evidence of such to the Sports & Lettings Manager when making the booking. The school shall not be responsible for any injury to persons or damage to the hirer's property arising out of the hiring of the premises.
6. Regular hirers are required to complete a new booking form each year in September.
7. The hirer shall be responsible for obtaining any public licences necessary in connection with the booking and shall indemnify the school against any sums of money which the school may have to pay by reason of an infringement of copyright or performing right by the hirer during the period of hire.
8. The hirer must undertake their own risk assessments for Health & Safety purposes in relation to the running of an activity they have arranged.
9. The hirer must inform the school Sports Centre staff of any fault, damage or other problems with the premises or equipment encountered during the hiring.
10. No part of the premises are to be used for any other purpose than that agreed in the hiring agreement and for any unlawful purpose.
11. No booking will be accepted from any person under 18 years of age.
12. The hirer shall not sub-let the premises, underlet or share possession with any other parties.
13. Vehicles shall not be parked so as to cause an obstruction at the entrance to, or exits from, the school. The hirer and any persons connected with the hiring activity park vehicles or cycles on the school site at their own risk.
14. No goods or equipment are to be left or stored on the premises without express permission from the school in writing. The school accepts no responsibility for items left on the premises.
15. The governing body cannot accept responsibility for damage to, or the loss or theft of, hirer's property and effects. It is the responsibility of the hirer to make their own insurance arrangements if required.
16. The hirer and all persons they are responsible for will comply with all fire safety and evacuation instructions required by the school. The hirer will complete their own roll call in the event of an evacuation and cooperate with any Sports Centre staff requirements.
17. H. M. Customs and Excise have decided that under circumstances Groups who make block bookings of 10 weeks or more can be exempt from paying VAT. For further information please contact the Sports & Lettings Manager. If the group qualifies as a block booking, the following must appear on the front of the booking form at the side of "Facilities Required".  
"I agree to pay the full charge in the event of a booking not being taken up by me for reasons other than non-availability of facilities or adverse weather conditions".
18. **Safe use of portable electrical equipment**

All electrical equipment brought onto the Academy's premises for use by the hirer shall be suitable for a 240 volt 50 hertz electricity supply, in sound mechanical and electrical condition and fitted with the correct fuses.

All electrical equipment brought onto the premises by the hirer must be plugged into those sockets

where available which are marked to show they are protected by residual current devices. The Academy will not be liable for any accident caused by defective equipment brought onto the premises by the hirer. Hirers are encouraged to provide and use their own portable residual current devices for their own protection.

**All electrical items which are brought into school by the hirer must have up to date PAT testing, evidenced by the PAT testing sticker on the item.**

19. **Safeguarding including Preventing Terrorism and Radicalisation**

The hirer shall ensure that the premises are vacated promptly at the end of the hiring session. The hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult.

If a particular letting involves contact with children and young people, it is the responsibility of the hirer to ensure and be able to fully demonstrate that they have complied with the DBS Code of Practice and any relevant Safeguarding requirements. When there is a requirement for DBS checks to be undertaken, the hirer must keep appropriate records for all adults in line with the DBS Code of Practice and report to the Head Teacher any safeguarding concerns which may arise during any hiring period. The hirer must be able to provide evidence that DBS checks have been carried out for all relevant adults on request.

All hirers must state the purpose of the hire. The purpose of each application for hire will be checked and any concerns over the nature of the letting or gathering will be reported to the Safeguarding officer before approval is given. The Assistant Business Manager will submit an incident report if they suspect that the letting or gathering has been used for political purposes not previously authorised, the dissemination of inappropriate material or other purposes which could be reported under the new statutory prevention duties of which contravene current legislation in any way.

Considering application for lettings, the safeguarding officer will decide on the approval of the application with consideration to:

- The schools safeguarding policy
- Type of activity and our duty with regard to the prevention of terrorism and radicalisation
- Appropriateness of the letting and whether it is deemed compatible with the ethos of the school

20. **First Aid on Site**

The Sports & Lettings Staff are emergency first aid trained only.

The provision of First Aid on the premises is therefore limited to Emergency incidents and minor injuries only.

21. **General Data Protection Regulations (GDPR)**

The school collects and processes this data for the purpose of the hiring agreement in compliance with Data Protection laws. Please see our Privacy Notice for School & Sports Lettings on our website or ask for a copy from the Sports and Lettings Manager.